

**MINUTES OF THE SOUTHFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING HELD ON MARCH 12, 2019**

Supervisor Schmitt called the meeting to order at 7:00 p.m. at the Township Hall.

ROLL CALL:

Present: Supervisor Schmitt, Clerk Tischler, Treasurer Mooney and Trustees Cook, Nelson and O'Reilly

Absent: Trustee Scarcello

Others Present: Sandra LaJoie, Deputy Clerk

Supervisor's Report

Schmitt reported the Board of review concludes tomorrow and has seen less residents than in the past. The Township has reduced the number of sessions to the statutory mandatory minimum.

Schmitt noted last year there was a citizen's initiative ballot proposal to regulate sick, vacation days and maternity leave. In the regular sessions the legislature modified the provisions so the items did not go on the ballot. Southfield Township referred the amended legislation to our counsel to review in light of our current policies. However, before it was reviewed, in the Lame Duck session of the legislature, it was changed to apply to entities with 50 or more employees. However, the new administration in Lansing is reviewing the the legislation with an eye on overturning it.

Clerk's Report

Tischler stated during the lame duck session of the State Legislature the Bureau of Elections added an amendment to an election bill's legislation which forces every clerk in the state to use e-pollbook – laptop computer at every precinct.

The Bureau is funding the cost of the equipment, with HAVA funds, one laptop for each precinct except absent voter counting boards. The grant agreement for e-pollbook/laptop and accessories was submitted to the State on February 11th. The Township will receive 10 laptops. An additional laptop has been ordered from our IT vendor along with all the attachments at a cost of approximately \$5,000. Once the equipment is received the Clerks department personnel will be scheduled for training from the State on how the software works and transferring information from the QVF files to each of the laptops for use at the precinct on Election Day as well as how to train precinct workers.

Notification letters and ~~questioners~~ questionnaires have been sent to all of our election inspectors on file as training will be required for those workers who are willing to use the laptops. Twenty to twenty-five workers will need to be trained on e-pollbook.

It would be nice to say that moving to computers will lessen the work load but that is not the case as all the other documents such as the paper pollbook and the list of registered voters per precinct still needs to be available at each precinct in case the laptop malfunctions. Voting does not stop.

The end of the night procedures will also increase as the information gathered on the laptop's flash drive will need to be printed and inserted into a computer style paper pollbook.

While some of these enhancements are beneficial to the election process several double the work and double the expense. A two-person clerks department with the help of a custodian might not be enough man power. While needed help is provided by the Treasurer's department the staff will be stretched due to some of the mandated changes with Prop 3 from the November election.... such as being able to register to vote and receive an absent voter ballot on Election Day, additional training time for workers and restrictions by the BOE as who is able to access the QVF system.... along with the other changes to election law.

Absent voter ballots are a time-consuming process as the ballots are handled more than once.... when you go to the polls to vote you are handed your ballot and you vote it and run it thru the tabulator and your vote is counted. Not so with an absent voter ballot. We have also seen an increase in absent voter ballot requests by residents either overseas or in the military all of which must be duplicated at the absent voter counting board. No Reason Absent Voter along with a mandate of being open for a minimum of eight hours on either the Saturday or Sunday before the election encourages voters to vote early which will increase the number of AV ballots to be processed.

Based on some of the new requirements I Tischler believes an adjustment to the compensation currently being paid to the precinct workers both workers and chairs will need to be adjusted to accommodate the additional training and hours worked.

At this time, I don't Tischler doesn't have any numbers to offer but plans on making contact with surrounding jurisdictions in order to arrive at a fair compensation amount. It is not just working election day but also the time spent coming to training on the voting equipment, new laptops and regular precinct procedures. This is not one time training it will occur before each and every election as it is not software used for anything else but elections so it is only used one day twice a year every other year.

Our new Secretary of State Jocelyn Benson has developed a list of items she would like to see implemented such as counting absentee ballots at least four days prior to Election Day which would allow clerks to begin counting ballots on the Friday prior to Election Day. Secondly, the focus would be on election security.

Other items on her to do list include:

Legislative approval to count any ballots postmarked on or before Election Day, particularly votes by members of the military. Provide signature verification training for clerks. Eliminate duplicated paper voting registration records when electronic versions are available. Expanding weekend voting hours. Allow for pre-registration for teenagers age 16 or 17 so they are registered when they turn 18. Make Election Day a holiday. Request legislative action to strengthen campaign finance laws. Increase transparency by expanding the Freedom of Information Act and requiring a two year "cooling off" period before a former lawmaker can work as a lobbyist.

Any of the items that the Secretary of State manages to implement, might come with a cost and depending what it is it might be an additional expense to the Township.

Tischler noted 461- 2019 dog licenses have been issued compared to 496- last year and 28- 2019 cat licenses have been issued compared to 25- last year.

Tischler stated maintenance has been performed on the Township flag pole with the replacement of the flag pole rope with a white fiberglass rope. The replacement was necessary after the wind-ice storm caused the rope to snap due to the weight of a frozen flag.

Tischler remarked that Cory Services will again provide landscape services this year with spring clean-up, mulch, weeding and trimming of the shrubs.

Tischler noted since our IT vendor has advised us that Windows 7 is no longer supported by Microsoft. All five of the work station computers have been replaced and have been updated with Windows 10. All of our programs are up and running and as we find items that have to be adjusted, they are corrected via a log in connection.

Tischler advised that contact has been made with Shred-It and containers have been delivered to allow us to dispose of documents that have met the retention period. Items that still need to be stored for future disposal will be stored off site at the storage facility on Southfield Road.

Tischler stated Beverly Hills has graciously offered space in their unit at no cost to us. Shelving units have been purchased and installed.

Treasurer's Report

Treasurer Mooney reported the Township has collected a little over 98% of taxes. Mooney noted that she is in the process of settlement. Mooney stated there were more NSF checks than in previous years. The reason is probably due to the fact that checks are now deposited remotely.

Mooney commented that, Irv Lowenberg, ~~State Representative~~ City of Southfield Treasurer, Janet Mooney, Southfield Township Treasurer and Chris Wilson, Beverly Hills Manager met with the new State Representative and discussed common issues such as the Disabled Veterans Exemption.

PUBLIC COMMENTS ON ITEMS NOT CONTAINED ON THE PUBLISHED AGENDA:

No one wished to be heard.

DISCUSSION AND POSSIBLE APPROVAL OF AGENDA:

Motion by Nelson, supported by O'Reilly, the agenda be approved as presented.

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF JANUARY 8, 2019 REGULAR MEETING MINUTES:

Mooney noted on page 3, first paragraph, first line after "stated" strike "as you are aware".
Mooney added on page 4, under "Comments from the Board", 4th line down after "landscaper" strike comma.

Cook mentioned on page 4 under "Comments from the Board" end of first line, strike "my" and the beginning of the next line strike "birthday in February" and replace with "February birthdays".

Motion by Mooney, supported by O'Reilly, the January 8, 2019 minutes be approved as amended.

Motion carried unanimously.

PUBLIC HEARING FOR THE FISCAL YEAR BUDGET 2019/2020:

Schmitt opened the Public Hearing at 7:12 p.m.

No one wished to be heard.

Schmitt closed the hearing at 7:13 p.m.

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO TRANSFER FUNDS FROM THE 2018/2019 GENERAL FUND BUDGET TO THE CAPITAL PURCHASE FUND:

Resolved by Tischler, supported by Mooney, that the following resolution be adopted:

WHEREAS the State of Michigan will no longer fund the purchase of Election Equipment, and the replacement cost will be the responsibility of the local unit of government, and

WHEREAS the 2018/2019 Capital Purchase Fund was adopted with a fund transfer from the General Fund of \$3,000, and

WHEREAS the current General Fund budget contains sufficient funds to allow for additional funds to be transferred to the Capital Purchase Fund,

NOW THEREFORE BE IT RESOLVED the Southfield Township Board of Trustees does hereby authorize the following budget adjustments in order to comply with the Townships 2018/19 Fiscal Year Appropriations Act.

In the Township General Fund:

FROM:	101-895-975.000	Capital Expenditures	\$10,000.00
TO:	403-000-671.100	Revenue Transfers in from General Fund	\$10,000.00

ROLL CALL:

Ayes: Tischler, Mooney, Cook, Nelson, O'Reilly, Schmitt
Nays: None
Absent: Scarcello

DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION TO AMEND GENERAL FUND BUDGET 2018/2019:

Resolved by Tischler, supported by Cook, the following resolution be adopted:

WHEREAS Section 12: Budget Monitoring of the Township of Southfield General/Special Revenue Appropriations Act requires that when it appears expenditures shall exceed an appropriation the budget must be adjusted, and

WHEREAS it is the responsibility of the Chief Administrative Officer to present to the Township Board a recommendation to prevent expenditures from exceeding available revenue or appropriations for the current Fiscal Year, and

WHEREAS the current Fiscal Year budget contains sufficient funds to adjust those departments where expenditures might exceed the budgeted recommendations,

NOW THEREFORE BE IT RESOLVED the Southfield Township Board of Trustees does hereby authorize the following budget adjustments in order to comply with the Townships 2018/19 Fiscal Year Appropriations Act.

In the Township General Fund:

FROM:	101-895-970.100	Actuary Expenses	\$ 2,000.00
TO:	101-430-801.505	ACO Contract Services	\$ 2,000.00

ROLL CALL:

Ayes: Mooney, Cook, Nelson, O'Reilly, Schmitt, Tischler
Nays: None
Absent: Scarcello

DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION TO ADOPT TOWNSHIP GENERAL/SPECIAL APPROPRIATIONS ACT FOR THE FISCAL YEAR 2019/2020:

Schmitt asked the Board if they had any comments on the Budget for the Fiscal Year Year ending 2019/2020.

Mooney commented the downside of receiving a new computer is that other pieces of equipment are not compatible with the newer software.

Resolved by Schmitt, supported by O'Reilly, to adopt the Township of Southfield General/Special Appropriations Act for the Fiscal Year April 1, 2019 by reference, with revenue and activity expenditures as indicated in Sections 5 and 7 of this Act. [see Exhibit A]

ROLL CALL:

Ayes: Cook, Nelson, O'Reilly, Schmitt, Tischler, Mooney
Nays: None
Absent: Scarcello

DISCUSSION AND POSSIBLE ADOPTION OF ORDINANCE PROHIBITING MARIHUANA ESTABLISHMENTS:

Schmitt reviewed the memo and asked the Board if they had any questions or concerns.

The Board did not have any questions or comments.

Resolved by Cook, supported by Tischler, Southfield Township hereby adopts the proposed Ordinance prohibiting recreational marihuana establishments and medical marihuana facilities in Southfield Township.

ROLL CALL:

Ayes: Nelson, Schmitt, Tischler, Mooney, Cook
Nays: O'Reilly
Absent: Scarcello

DISCUSSION AND POSSIBLE REVISION OF PERSONNEL POLICY-LONGEVITY:

Mooney commented at our Board meeting held on January 8, 2019 we briefly discussed eliminating longevity pay for part time employees. ~~We~~ Currently there is ~~have~~ one part time non-salaried employee who has been with the Township for 16 years. Her 2018 longevity payment will be \$1,600.00 to be paid in March, 2019. ~~We~~ The Board discussed reaching a reasonable compromise that wouldn't fully impact our one employee. ~~by 100% of that benefit but will eliminate it for all future part time employees.~~

Mooney noted a revised longevity policy from our Personnel Policy was provided with the removal of the language providing the benefit to "regular part-time employees".

Mooney answered all questions.

Motion by Mooney, supported by O'Reilly, that Southfield Township revise the Personnel Policy to eliminate longevity pay for part-time employees and adopt the attached revision to the policy effective April 1, 2019. [see Exhibit B]

ROLL CALL:

Ayes: O'Reilly, Schmitt, Tischler, Mooney, Cook, Nelson
Nays: None
Absent: Scarcello

DISCUSSION AND POSSIBLE APPROVAL OF PAY INCREASE FOR PART-TIME EMPLOYEES:

Mooney suggested based on the number of hours our part time staff has been working the per hour rate should be increased from \$19.50 to \$25.00 to offset the elimination of longevity payment beginning with the 2019-20 fiscal year. The result will be a savings of approximately

half of what is being paid in the longevity payment without a drastic reduction in annual compensation.

Mooney and Tischler answered all questions.

Motion by Mooney, supported by Nelson, that current part-time staff hourly wage be increased from \$19.50 per hour to \$25.00 per hour effective April 1, 2019.

ROLL CALL:

Ayes: Schmitt, Tischler, Mooney, Cook, Nelson, O'Reilly
Nays: None
Absent: Scarcello

DISCUSSION AND POSSIBLE APPROVAL OF JANUARY EXPENDITURES:

Motion by Nelson, supported by O'Reilly, to approve the January expenditures as follows:

101 General Fund	\$ 45,118.39
703 Tax Fund	<u>\$ 1,646,759.35</u>
Total	\$ 1,691,877.74

Motion carried unanimously.

DISCUSSION AND POSSIBLE APPROVAL OF FEBRUARY EXPENDITURES:

Motion by Nelson, supported by Cook, to approve the February expenditures as follows:

101 General Fund	\$ 37,531.00
703 Tax Fund	<u>\$ 2,360,839.37</u>
Total	\$ 2,398,370.37

Motion carried unanimously.

COMMENTS FROM THE AUDIENCE:

No one wished to be heard.

COMMENTS FROM THE BOARD:

O'Reilly wished everyone a Happy St. Patrick's Day.

Nelson commented the legal bill looked great.

Supervisor Schmitt adjourned at 7:33 p.m.

Phillip Schmitt, Supervisor

Sharon Tischler, Clerk